



DEPARTMENT OF THE ARMY
Defense Language Institute Foreign Language Center and Presidio of Monterey
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REPLY TO
ATTENTION OF

ATZP-CDR

6 SEP 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy on Trainee Abuse Reporting Procedures

Reference. TRADOC Regulation 350-6, dated 3 July 2001

2. Purpose. To ensure all trainee abuse incidents are reported to TRADOC in a timely manner.

3. Procedure:

a. Trainee abuse in any form is unacceptable. Preventing, discovering, and tracking trainee abuse is a top priority for TRADOC. In accordance with TRADOC Regulation 350-6, para 2-7, all commanders are responsible for reporting trainee abuse allegations. Trainee abuse is any improper or unlawful physical, verbal or sexual act against a trainee (however, this definition does not include acts involving trainee against trainee). A trainee's consent to the act in no way affects its reportability. A determination that trainee abuse has occurred may be made only by a commander IAW with TRADOC Regulation 350-6, para 2-7d. Commanders will promptly conduct a preliminary inquiry into every trainee abuse allegation, regardless of the nature, magnitude, or source of complaint. All initial allegations of trainee abuse quickly determined to be credible must be reported. Also, commanders should report allegations, generally more serious in nature, when the credibility determination cannot be made quickly. If these allegations are later determined not to be credible, they will be removed from the database. Commanders will document and maintain records of all inquiries into trainee abuse cases, including those that commanders determine are not credible.

b. Commanders will coordinate trainee abuse incidents with the Chief, Criminal Law Division, OSJA. The report will be prepared on the TRADOC Trainee Abuse Report form (TR 350-6) by the Chief, Criminal Law Division and forwarded to the Installation Commander or Command Sergeant Major who will authorize release of the report to the Installation Emergency Operations Center (EOC) for forwarding to TRADOC. The Chief, Criminal Law, will simultaneously forward a copy of the report to OSJA, TRADOC.

KEVIN M. RICE
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Commanding

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